

**Department of Public Health  
Division of Community Sanitation  
STATE SANITARY CODE: CHAPTER IV, MINIMUM SANITATION AND SAFETY STANDARDS FOR  
RECREATIONAL CAMPS FOR CHILDREN, 105 CMR 430.000**

<b>RECREATIONAL CAMP FOR CHILDREN INSPECTION REPORT</b>		
NAME OF CAMP:		ADDRESS:
OWNER/OPERATOR:		OFF SEASON ADDRESS:
CAMP DIRECTOR:		INSPECTED BY:
TYPE OF CAMP: (Circle) Day Residential (Sport/NoSport) Trip Primitive Travel	WATER SOURCE: CAMPER CAPACITY:	DATE OF INSPECTION:

"No" column = "√" marked below indicates a violation of 430.000.

"Yes" column = "√" marked below indicates compliance with provision of 430.000.

"N/A" column = "√" marked below indicates that the provision of 430.000 is not applicable to this camp.

Regulation		Yes	No	N/A	Comments
	<b>Permits</b>				
.451	Current Certificate(s) of Occupancy from local building inspector for sleeping/assembly areas.				
.215	Written compliance from local fire dept.				
.300(A)(2)(a)	Private water supply - DEP approval (>25 people, >60 days/yr)				
.300(A)(2)(b)	Private water supply - BOH approval and chemical and bacterial analyses (<25 people, <60days/yr)				
	<b>Plans and Policies- Written</b>				
.090(A)	Procedures for background review of staff and volunteers.				
.090(C)	CORI and SORI , previous work history, 3 references, out of state/international criminal background checks for staff and volunteers				
.091	Staff and volunteer orientation plan and review.				
.093	Abuse and neglect prevention/reporting procedures.				
.191(B)(C)	Discipline Policy with: appropriate discipline methods and prohibitions.				
.210(A)	Fire evacuation plan and drills				
.210(B)	Disaster Plan				
.210(C)	Lost Camper Plan				
.210(C)	Lost Swimmer Plan				
.210(D)	Traffic Control Plan				
	Contingency plans - Day Camp:				
.211 (A)	Camper doesn't show up for day				
(B)	Camper doesn't show up at point of pick up				
(C)	Child not registered arrives				
	Contingency plans - Primitive, Travel and Trip:				
.212 (A)	Itinerary daily- copy to parents				
(B)	Source of emergency care				
.190	Camper released only to parents or parent-designated individual in writing. Other plan approved in writing by BOH.				

Regulation		Yes	No	N/A	Comments
	<b>Promotional literature/packet contains:</b>				
.159(B)(2)	Copy of policy re: care of mildly ill campers, administration of meds and emergency health care provision.				
.190(C)	Statement re: regulatory compliance and licensing.				
.190(D)	Inform parents of right to review background check, health care, discipline policies and grievance procedures upon request.				
	<b>Transportation</b>				
.250	Vehicle must comply with MGLc.90 s7B&7D: <14 passengers AND driver is camp coach, director, etc. private vehicles may be used. >14 passengers, vehicle must be school bus <b>All vehicles must be RMV compliant</b>				
.253	Proper automobile insurance				
.251	Seatbelts must be worn and special needs of campers communicated to driver				
.251	Camper <7yrs not transported longer than 1 hr to camp				
	<b>Staff Qualifications</b>				
	<b>Camp Director</b>				
.102(A)	Residential Camp: 25 yrs, completed course in camp administration or at least 2 seasons experience.				
.102(B)	Day Camp: 21 yrs, completed camp administration course or 2 seasons experience.				
.102(C)	Primitive, Travel, Trip: 21 yrs and proof of experience.				
.102(D)	Designated substitute when director off-site >12 hrs. (Sub must meet criteria above)				
	<b>Counselors/Junior Counselors</b>				
.100	Day Camp, non-sport: Counselor= 16 yrs. Junior Counselor= 15 yrs.				
.100	Other camps: Counselors= 18 yrs or graduated from high school. Junior Counselors= 16 yrs				
.100	All counselors 3 yrs older than campers				
	<b>Required Counselor Ratios</b>				
.101(A)	Residential and Day Camps: 1 staff per 10 kids over 6 yrs 1 staff per 5 campers 6 yrs and under				
.101(B)	Primitive, Travel, Trip: 1 counselor per 10 campers. 2 counselor min.				
.101(C)	Special Needs: 1 counselor per 4 mildly disabled campers 1 counselor per 2 severely disabled campers				

Regulation		Yes	No	N/A	Comments
.103	<b>Aquatics Director:</b> Name:_____None_____ American Red Cross Lifeguard Trng cert., CPR for Professional Rescuer and First Aid Cert. or their equivalents. If supervise 2 staff, 21yrs and experience w/management				
.103	<b>Lifeguard:</b> American Red Cross Lifeguard Trng cert., CPR for Professional Rescuer cert. and First Aid Cert. or their equivalents. List names.				
.103	Certifications for other high-risk activities, eg: NRA instructor certification for firearms. List Names and Certifications:				
.252	Camp vehicle drivers: 18yrs, 2yrs driving experience, current license for type of vehicle First Aid certified if no other trained staff aboard.				
	<b>Medical Personnel/Records/Facilities</b>				
.159(A)	<u>Health Care Consultant</u> Name: MD NP PA(w/pediatric training) Check for Health Care Consultant Agreement				
.159(C)	<u>Health Supervisor</u> (on site at all times) Name: 18yrs, First Aid and CPR certified OR, MD PA NP RN LPN				
.159(B)	Health Care Policy				
.160(A)	Medication stored in original containers.				
.160(B)	Meds stored in secured cabinet and if necessary refrigerated in affixed box.				
.160(C)	Medication administered by Health Supervisor				
.154	Injury Reports completed for fatality or serious injury. Copy sent to MDPH.				
.155	Medical log book- bound, pre-numbered pages, ink entries, no skipped lines.				
.161(A)	Infirmary provided- day and resident.camps Exterior light - resident. camps				
.453	Lighting provided in infirmary				
.161(B)	Area for isolation of ill child				
.161(C)	First Aid Kit: non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, CPR mask, tweezers, cold pack, gloves.				
.150	Health record for each camper and staff: -emergency contact info -camper <18 yrs must have written parental permission for meds and emergency care. <b>Residential, Sport,Travel/Trip:</b> Health History, Physical Exam(≤2yrs) Record of Immunizations (noted below) <b>Day Camp Non-Sport:</b> Health History, Record of Immunizations (noted below)				

Regulation		Yes	No	N/A	Comments
	<b>Immunizations:</b>				
.152(A)	<p>Campers and staff <b>under 18yrs:</b>  <b>MMR:</b> 1<sup>st</sup> dose = 12 mos or older,  <b>Measles:</b> 2<sup>nd</sup> dose = grades K-12 or age equiv  <b>Polio:</b> 3 doses IPV or OPV, or  4 doses mix IPV/ OPV  <b>Diphtheria and Tetanus Toxoids and Pertussis*:</b>  4 doses DTaP/DTP/DT or,  3 doses of Td  (persons 7 yrs or older needing additional vaccines to comply with above, Td is to be used)  <u>*Booster dose of Td:</u>  -grades 7-10 need booster if &gt;5yrs since last dose of DTaP/DTP/DT  -grades 11-12 need booster if more than 10 yrs since last dose of DTaP/DTP/DT/Td  <b>Hep B:</b> 3 doses if born on or after 1/1/92</p>				Number of records checked: _____
.152(B)	<p>Campers and staff <b>18 yrs.or older:</b>  <b>Measles:</b> 2 doses (exempt if born before 1957)  <b>Mumps:</b> 1 dose (exempt if born before 1957)  <b>Rubella:</b> 1 dose (exempt if born before 1957)  <b>Diphtheria and Tetanus Toxoids*:</b>  3 doses DTaP/DTP/DT/Td  *Booster dose of Td required if more than 10 yrs since last dose.</p>				Number of records checked:_____
	<b>Activities</b>				
.190	Activities and physical environment meet the needs of campers; do not pose hazard to health/safety.				
.163	Operator encourages sun protection for all.				
	<b>Aquatics</b>				
.430	Swimming Pool: in compliance with 105 CMR 435.00 - permit posted.				
.204(B)	Bathing Beach: in compliance with 105 CMR 445.00 - weekly water sampling conducted.				
.103	<p>Proper supervision at swimming venue:  1 lifeguard per 25 campers  1 counselor per 10 campers  Plan to check swimmers- "buddy system"</p>				
.204(C)	Swim test to classify swimmers by ability.				
.204(A)	Swimming areas clean and safe, no swimming at undesignated sites or at night without lighting.				
.204(E)	Piers and floats in good repair.				
.204(G)	Watercraft : equipped with US Coast Guard approved flotation devices and worn by all campers and staff participating in watercraft activities.				

Regulation		Yes	No	N/A	Comments
	<b>Aquatics (cont'd)</b>				
.204(H)	Campers must be certified by American Red Cross or equivalent for white water, hazardous salt or fresh water activities.				
.103(C)	Minimum 2 counselors in separate watercraft supervising white water, hazardous salt or fresh water activities.				
	<b>Crafts</b>				
.205	Equipment in good repair, safety precautions taken.				
	<b>Playground/Athletic Equipment</b>				
.206	Equipment properly maintained, fields/surfaces free of holes/accident hazards				
.206	Playground equipment secure, no concrete under/around it, pliable swing seats.				
	<b>Firearms</b>				
.201	Single shot rifles only.				
.201	Shooting range away from other activity areas				
.201	Firearms in good condition, stored in locked cabinet. Ammunition locked in separate cabinet.				
	<b>Archery</b>				
.202	Equipment in good condition, stored in locked area.				
.202	Range away from other activity areas, clearly marked as danger area. Must have common firing line and 25 yards clearance behind each target.				
.203	No personal weapons, bows, rifles allowed.				
	<b>Horseback Riding</b>				
.208(A)	1 certified instructor per 10 campers (Min.2 counselors)				
.208(A)	Riders must wear hard hat				
.208(B)	Licensed stable				
	<b>Cabins/Structures:</b>				
.457	Day Camp provide shelter for on-going camp activities.				
.216	Smoke detectors provided.				
.455/.456	Egresses comply with Bldg.Code and are free from obstruction				
.453	Lighting provided for stairways				
.454	Floors maintained.				
	<b>Residential Camps/Sleeping Areas:</b>				
.458	Provide adequate space: 40sqft /person in single bed 35sqft/person in bunk bed 50sqft/person in sleeping area requiring special equipment				
.470	Provide bed/cot per person with 6 feet between sleeper's heads and: 3 feet between single beds/ 4 <sup>1/2</sup> feet between bunks				

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	<b>Residential Camps/Sleeping Areas:</b>				
.459	Campers and staff with limited mobility housed on ground level; egresses leading to grade or ramp provided.				
.452	Screens provided. Screen door self-closing.				
.454	Floors maintained.				
	<b>Tents:</b>				
.217	Fire-retardant and non-toxic. No open flame nearby.				
.458	35 sqft/person in bunk bed				
	<b>Toilets/Showers</b>				
.360	Proper sewage disposal				
.301	Plumbing in good working order				
.370	Adequate # of toilets: All camps: 2 toilets/privy seats for each sex Day Camp: >60 of one sex, provide 1 additional toilet per every 30 people of that sex. Non-Day Camp: >20 of one sex, provide 1 additional toilet per every 10 people of that sex.				
.372	Toilet less than 200 feet from sleeping rooms. Toilet paper provided. Windows/openings screened. Screen doors self-closing.				
.373	Adequate # of sinks: Day Camp: 1 per every 30 people Residential Camp: 1 per every 30				
.374	Adequate # of showers (residential camp): 1 shower/tub per 20 people				
.378/.380	Special needs campers provided facilities that meet their needs				
.453	Lighting provided.				
.375	Toilets and shower rooms ventilated to outdoors				
.376	Hot water at sinks, showers/tubs not more than 112°F.				
.377	Sanitary facilities maintained in clean condition. Shower room floors washed daily.				
	<b>Laundry</b>				
.162	Residential Camp: laundry facilities provided				
.472	Bedding and towels laundered; no common towels				
	<b>Grounds:</b>				
.300	Potable water provided.				
.300/.304	Adequate and centralized drinking water facilities. No common drinking cups.				
.209	Telephone readily available with #s of HCC, EMS, police, fire. (Day and Residential Camps only)				
.213	Emergency communication system.				
.165	Tobacco use restricted to designated areas not accessible to campers.				
.350/.355	Proper storage and disposal of solid waste				

Regulation		Yes	No	N/A	Comments
.207	Proper storage and operation of power equipment.				
.214	Flammable and hazardous materials labeled and stored in locked unoccupied building.				
.400	Rodent and insect control.				
.401	Weed and noxious plant control.				
.450	Site location does not cause undue traffic hazards and is accessible at all times.				
	<b>Food Service</b>				
.320	Food service in compliance with 105 CMR 590.000, Minimum Standards for Food Establishments. Permit posted in food service facility.				
.330	Nutritious meals that include a variety of foods served. Menus posted.				
.331	Residential camps – Provide at least three nutritious meals. Foods must meet Recommended Dietary Allowances (RDA)				
.332	Day camps – Each meal provided must meet 1/3 of the RDA requirements.				
.334	Adequately trained staff and equipment provided to ensure handicapped campers are eating nutritious meals.				
.335	Proper methods for storing meals brought from home. Meals provided to campers who arrive without a bag lunch.				
.452	Screening provided for food preparation and food service areas. Screen doors must be self-closing.				
.453	Lighting provided in kitchen and dining area.				
.471	Sleeping prohibited in food areas.				

[illegible]